

DOC Internal Change Request

Instructions: This form is used for both enhancement requests and bugs/fixes. For bug/fix change requests, each field or section with an asterisk (*) is required, but not the other sections. For enhancement requests, ALL fields and sections are required. Similarly, on the signature page, the blocks with the asterisk (*) require signatures for ALL cases. The blocks without the asterisk (*) are only required for enhancement requests.

*Sequence Number:	
*Type of Change Needed:	<input type="checkbox"/> Enhancement Request <input checked="" type="checkbox"/> Bug/Fix
*Initiated By:	Gina Basurto-Bass, Office of Secretary, Personal Property Management Division
*Date Initiated:	8/19/2008
*Title/Name:	Allow Bureau PMO Delegates to Approve/Deny CD-50/CD-52
*Description: (Enter the general description of the enhancement request OR bug/fix)	Upon submission of a HTML CD-50/CD-52, any delegate, as assigned by the Bureau PMO to be an organization contact for the Bureau's organization, will have the ability to approve/deny the HTML CD-50/CD-52.
*Current Impact: (Describe the impact that this bug or need for enhancement currently has on the system. Include significant impact descriptions for month end, or year end closing, etc)	Impact: The Bureau PMO is the only authorized person to approve/deny HTML CD-50/CD-52. Therefore, requests will not be addressed and remain open for action, if the PMO is unavailable. Other approvers may be assigned, however, the PMO is the only person to make the assignment of other approvers.
	<input type="checkbox"/> Month End Closing Affected <input type="checkbox"/> Year End Closing Affected
Analysis: (Include background information that is Sunflower specific to help identify the root of the problem)	The custom code only identifies the PMO as the primary organization contact of the manager (Bureau) organization.

*Solution: (Describe the proposed solution for how to correct the bug or to achieve the enhancement)	Updating the code to allow any org contact of the manager organization will expediate the approval/denial of HTML CD-50/CD-52 requests, in the event that the Bureau PMO is not available.
Solution Impact: (Describe the end result impact that the change will make on the system)	See aboved impact statement
Backout Plan (if necessary): (Describe what will be done if the change does not work or effects the system negatively)	Restore all changes made to the system back to the original
Reference File and Revision Number: (Insert the file name and file path for the change script/code)	
*****Signature page follows*****	
Insert any screen shots or code samples here. Use an additional page if necessary. For screen shots, save the screen shot as a .jpg, .bmp, .gif and insert it here using Insert --> Picture --> From File... and select the appropriate picture. Resize so it fits in the page blocks.	

The above change request has been tested by the Department of Commerce.

*Affected Bureau Tester:		Date:	
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Affected Bureau PMO: (not required for bug/fix)		Date:	
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*Affected Bureau Tester:		Date:	
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Affected Bureau PMO: (not required for bug/fix)		Date:	
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*Sunflower Helpdesk Support Provider:		Date:	
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Change Control Committee Approval? (not required for bug/fix)	<input checked="checked" type="checkbox"/> Yes	<input type="checkbox"/> No
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DOC PMO: (not required for bug/fix)		Date:	8/19/08
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